# How to Use Your LincPass

*Your LincPass is your USDA personal identity verification card. This quick reference guide explains how to use your card and PIN to access and protect USDA network and computer resources. For a more in-depth training course, search in AgLearn for "LincPass Training" or click here to log into AgLearn.*

**http://www.aglearn.usda.gov/**

## What you need to begin

- LincPass
- PIN
- Card Reader and drivers installed on your computer
- Card Reader software installed on your computer
- HSPD-12 enabled account on your Agencies network

## Utilizing Your LincPass with Windows 7

1. Turn your computer on or wake it up from hibernation

2. Once your computer is ready, you will see a prompt to "Press CTRL + ALT + DELETE" to unlock this computer

3. Follow the prompt and press CTRL + ALT + DELETE
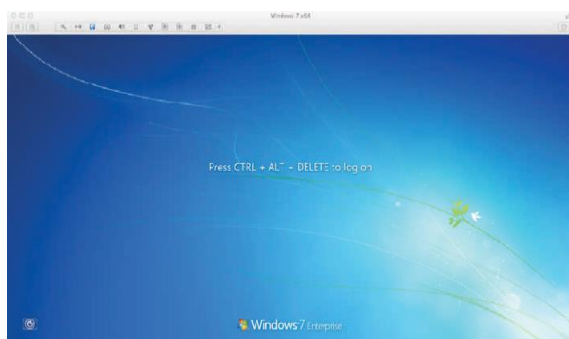


4. The USDA security agreement is presented. Press OK to proceed



5. You are now prompted to insert a smart card—your LincPass—into the card reader, either built into your laptop or connected by a USB cable
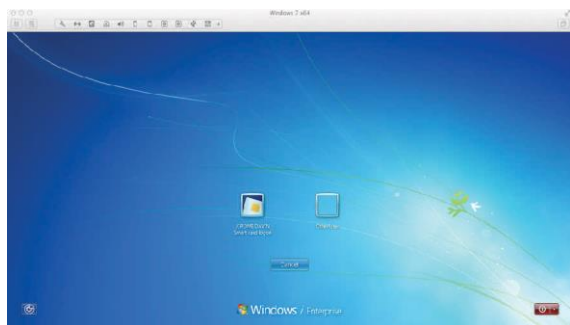


6. You will see that your LincPass is being read

7. Depending on how your computer is set up, you may see the screen below, showing your name and "Smart Card Logon" underneath it, or an option to switch to another user



8. If the name displayed is yours, click on that option. If it is not, click on the "other user" option

9. Next, you will see your name and affiliation with USDA (employee or affiliate) with a prompt to enter your 6-8 digit PIN.

An ActivClient icon in the Windows system tray (lower right) will tell you whether or not the card is being read.
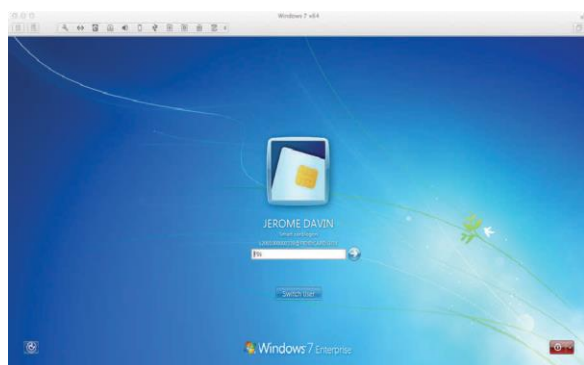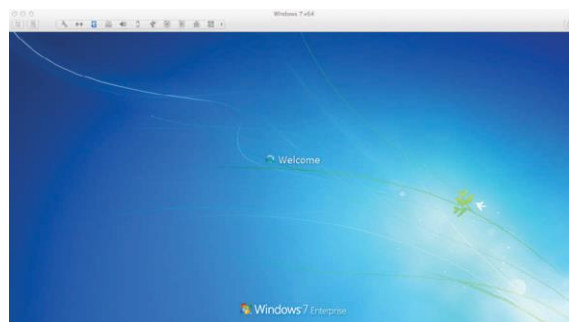
Card In:         Card Out: 

10. Follow the prompt and enter your PIN



11. Windows will continue the login process

12. Your normal desktop will appear after the Windows "Welcome" screen



When you need to get up from your computer, remember to pull your LincPass out and take it with you. This immediately locks your computer so no one else can use it. When you return, just enter CTRL + ALT + DELETE, insert your LincPass, enter your PIN at the prompt, and you'll be back where you left off.

You can find this training course in AgLearn by searching "LincPass,": AgLearn Login.

**Additional Assistance:**

* Employee and Non-Employee Information
* Find Agency Contacts
* Find an Enrollment Station
* FAQ's, Links and References

https://hspd12.usda.gov/employees.html

*Always* contact your agency Tier 1 Help Desk or your local IT representative for initial questions and assistance! They will resolve your issue or escalate your request for resolution!